

TREE REMOVAL CHECKLIST

PLANNING AND ZONING DEPARTMENT

This checklist is designed to aid both the Applicant and the City in the processing of a tree removal permit. Information relative to a tree removal permit can be found in Code of Ordinances.

- ☐ One check for \$250.00
- ☐ Completed General Application with an original signature from the Applicant and the Owner
- ☐ All outside agency approvals and permits (federal, state, county, or other) shall be submitted to the Planning and Zoning Department prior to the issuance of a tree removal permit
- ☐ A Tree Protection Plan identifying methods proposed for the protection of preserved or Protected Trees shall be submitted for review and approval and contain the following:
 - Explanation of the tree removal or tree trimming request
 - The location, caliper and common name of all protected trees on the property
 - Indication whether individual trees are proposed to be preserved or removed
 - The location of Tree Protection Zones shall be identified and the method for identifying and protecting them in the field (fencing, etc.) throughout all phases of construction
 - The location of tree protection signage. Signage shall be a minimum 6 square feet and read, "Tree Protection Zone, Do Not Enter"
- ☐ The following provisions are to be incorporated into the site preparation and construction methods utilized on the site:
 - Tree Protection Zones must remain unpaved and open. The use of perforated pavers or grates may be allowed subject to written approval of the City
 - No vehicles shall be parked or driven over the Tree Protection Zone, nor shall any construction material be stored or any substances poured, disposed or placed within the Tree Protection Zone at any time during clearing or construction
 - No change of Grade within the Tree Protection Zone shall be allowed around existing trees except for a maximum of two (2) inches of Mulch or Sod unless otherwise approved by the City

If the applicant has any questions or concerns regarding Tree Removal process, please contact the following staff members.

STAFF MEMBER	TITLE	TELEPHONE	FAX	EMAIL
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